

ADMINISTRATIVE - INTERNAL USE ONLY

Subj: y.

DDA 86-2022
2 December 1986

MEMORANDUM FOR: Chief, Administrative Management Division, OC
Support Officer, OF
Management Officer, OIS
Chief, Administrative Staff, OIT
Executive Officer, OL
Executive Officer, OMS
Executive Officer, OP
Chief, Logistics Staff, OS
Chief, Administration Division, OTE

FROM:

DDA Parking Officer

STAT

SUBJECT: Reallocation of Parking Permits at the
Headquarters Compound

1. The Office of Logistics, Facilities Management Division (FMD/OL), is preparing for the reallocation of parking spaces on the Headquarters compound for 1987. The previous total reallocation at Headquarters was done almost three years ago and many changes have occurred during that time. Construction is nearly completed in the parking lots, and approximately 600 new parking spaces have been added. Also, due to the segmented construction schedule in both North and South Lots, the majority of the permits issued during 1986 have been "temporary." Reallocation is necessary to ensure a fair and equitable distribution of all parking on the compound. Before we can proceed any further, however, specific data is required from DA components. In this regard, you are requested to provide the following information on the attached form:

- a. The number of Senior Intelligence Service (SIS) positions.
- b. The number of staff employees (GS-15 and below). Do not include employees encumbering an SIS position in your total.
- c. The number of contract employees, consultants and part-time employees. Summer-only employees must not be included.
- d. The number of handicapped employees as defined in Federal Property Management Regulation 101-20.111-2a, Section 7(b)(1) which states that severely handicapped Government employees for whom assigned parking spaces are necessary are those employees so severely physically handicapped as to prohibit or make unreasonably difficult the use of public transportation. Justification for this priority will require certification by either an

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FILE: 45-13

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Agency medical unit, the Veterans Administration, the Public Health Service, or by a private physician. In addition, a handicapped certificate must be obtained from the employee's State Department of Motor Vehicles. Handicapped Government employees for whom assigned parking spaces are necessary shall be given priority over all other employee parking. Non-handicapped drivers who provide transportation for severely handicapped employees will also be assigned handicapped parking spaces.

Your current authorized staffing complement, as of 1 November 1986, should be used for compiling the population figures for your component.

2. In addition to the above, if you require any of the following permits, a memorandum must be submitted citing your requirements:

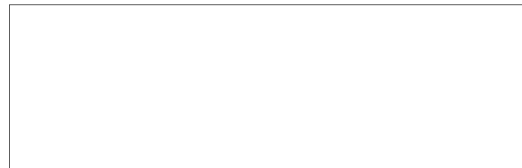
a. Front "VIP" Visitor (3 hour limit) - Please provide a listing of names and badge numbers for each permit requested. Permits will be controlled by badge number. Only those employees encumbering a bona fide SIS position that do not work at the Headquarters Building are eligible for a Front VIP permit.

b. West "A" Visitor (no time limit) - Parking is no longer provided for visitors in North Lot.

c. Shift (include working hours and maximum number of employees on a given shift).

3. In addition, please submit a list of primary and alternate personnel authorized to approve carpool, medical/handicap, and temporary VIP applications on a 3 by 5 index card. The listing should include a sample signature, mailing address, telephone extension and AIM userid for each individual.

4. Please forward the information requested in the preceding paragraphs to me by COB 19 December 1986 so a consolidated response may be prepared to Chief, FMD/OL.



STAT

Attachment

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ORIG:O/EXA/DDA: (2 Dec 86)

STAT

Distribution:

- Original - C/AMD/OC w/att
- 1 - Support Officer/OF w/att
- 1 - Management Officer, OIS w/att
- 1 - Chief, Administrative Staff, OIT w/att
- 1 - Executive Officer, OL w/att
- 1 - Executive Officer, OMS w/att
- 1 - Executive Officer, OP w/att
- 1 - Chief, Logistics Staff, OS w/att
- 1 - Chief, Administration Division, OTE w/att
- 1 - DDA Subject w/att
- 1 - DDA Chrono wo/att
- 1 - O/DDA Parking File w/att

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List the number of employees in each building on the basis of their normal work shift in the time frames indicated. Do not combine personnel from the different buildings on the same form but use separate sheets for each building.

DIRECTORATE _____ COMPONENT _____ DATE _____

| TIME FRAME | SIS-1 and up | GS-15 | GS-14 | GS-13 | GS-12 | | | | | | Grand Total |
|------------|-----------------|-------|-------|-------|-------|-------|--------------------|------------|-----------|-------|----------------|
| | | | | | | GS-11 | GS-10 and below | * Handicap | ** Others | Total | |
| 0600-0730 | | | | | | | | | | | |
| 0731-0800 | | | | | | | | | | | |
| 0801-0830 | | | | | | | | | | | |
| 0831-0900 | | | | | | | | | | | |
| 0901-1200 | | | | | | | | | | | |
| 1201-1400 | | | | | | | | | | | |
| 1401-1600 | | | | | | | | | | | |
| 1601-2200 | | | | | | | | | | | |
| 2201-2330 | | | | | | | | | | | |
| 2331-0559 | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | |

* Attach a separate sheet listing Handicapped employee's name, room number, building, extension and type of handicap. If employee uses a wheel chair, a walking apparatus, or wears any type of body brace, please indicate. A form will be forwarded to each Handicapped employee for certification by appropriate officials prior to issuance of permit.

** Include contract employees, consultants, assignees from other Agencies, and others who regularly spend 20 hours or more per week on duty.